

# Job Opportunity

January 25, 2007

With CDA  
it's not just  
another job  
it's a career!

**DUTY STATEMENT  
CLICK HERE!**

Please refer to  
CDA8 #0607-768-001  
on your application.

Applications will be  
accepted until FILLED.

All applications will be  
screened and only the  
most qualified will be  
interviewed

E-mail your application  
and resume to:  
[careers@aging.ca.gov](mailto:careers@aging.ca.gov)  
or

for more information go  
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html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)  
or

mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Ste 200  
Sacramento, CA 95834  
TDD 1-800-735-2929  
(916) 419-7525  
(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## Aging Programs Analyst II

Permanent Full-Time Position  
Salary: \$4,133.00 - \$5,168.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

The California Department of Aging's Mission is to provide leadership in developing systems of Home- and Community-Based Services that maintain individuals in their own homes or least restrictive home-like environments.

**PROGRAM:** Under the general direction of the HICAP Team Coach (SSMI) the Analyst performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and to provide leadership to the Area Agencies on Aging (AAAs).

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Gather, verify and format HICAP Data for inclusion in CDA Website.
- Prepare and submit Web Requests and collaborate with ITB to ensure timely inclusion of HICAP Data on CDA Website.
- Produce reports, in hardcopy or web-based technology, and transmit to AAA customers for accountability purposes.
- Prepare and submit annual federal reports according to rules and guidelines of the Centers of Medicare and Medicaid Services.
- Analyze CMS Cluster Data reports and advise Team.
- Provide technical assistance and information to AAA customers regarding HICAP data systems operations and data quality standards.
- Provide CDA and the aging services network with specific performance data, demographics data, service utilization data, and outcome measures, in support of the principles of community-based systems of care.
- Review performance and client data monitoring of AAAs and HICAP providers.
- Participate in field evaluations of data systems, as needed.
- Moderate travel as necessary up to 10%.

### WHO MAY APPLY:

Applicants currently at the Aging Programs Analyst II level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

